ADMINISTRATIVE
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MEMORANDUM FOR: Chief, Personnel Staff, OL
                 Chief, Planning Staff, OL
                 Chief, Security Staff, OL
                 Chief, Logistics Services Division, OL
                 Chief, Printing Services Division, OL
                 Chief, Procurement Division, OL
                 Chief, Real Estate & Construction Division, OL
                 Acting Chief, Supply Division, OL
                 Chief, Transportation Division, OL

SUBJECT   :   Office of Logistics Reports Management Program

1.   An effective Reports Management Program is to be developed and installed under the direction of the Executive Officer, OL. This program will provide the mechanism for a continuing reports analysis effort designed to accomplish the following objectives:

   a.   Establish and maintain an approved reporting system to be implemented by appropriate Logistics Instructions covering the requirement for maintenance of the data and including procedures to be used in completing the reports.

   b.   Maintain a central register of all approved Office of Logistics reports.

   c.   Provide a central reference point for information regarding Office of Logistics reports.

   d.   Eliminate all unnecessary or redundant reports.

2.   To facilitate the development of the plan for the Reports Management Program, an ad hoc Reports Panel will be established to function as a working-level body to complete the inventory, analysis, and review of OL reports. The Reports Panel will include representatives from each Office of Logistics division and staff and will be chaired by the OL/Planning Staff member.

3.   The names of the Reports Panel designees are to be submitted to the Office of the Executive Officer not later than 1 July 1965.

Acting Director of Logistics

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